

August 2, 2012

To: Superintendents, County Superintendents, High School Principals, and Clerks/Business Managers

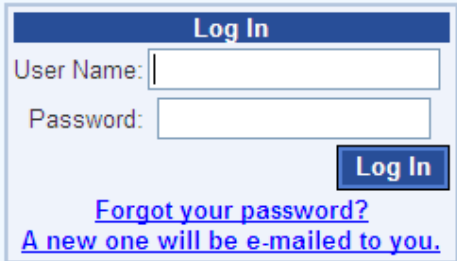
From: Dick Trerise, Division of Special Education

Re: **Required Post-School Outcome Data Collection and Reporting**

The purpose of this data collection is to gather information on students with IEPs who left school during the 2010-2011 school year by graduating with a diploma, reaching maximum age, receiving a certificate of completion or dropping out. In February 2012, OPI will be required to report the valid and reliable post-school outcomes of these youth, including competitive employment, post-secondary school enrollment, or both. **The application to report the above information is now open and will remain open until September 30.**

The link to access the application is: <http://data.opi.mt.gov/PostSchoolSurvey/>

To gain access to the application, the **Post-school Login Request form** must be completed and faxed or mailed to OPI. Once the form is received by OPI, the requested user is assigned a username. The person's **username** is the first letter of his/her first name and his/her entire last name (there are exceptions and I have individually e-mailed those persons their usernames). For instance, John Smith's username would be jsmith. After the above link is clicked, the box below will appear:



The screenshot shows a web-based login interface. At the top is a blue header with the text "Log In". Below this are two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a blue button with the text "Log In". Below the input fields is a link that says "Forgot your password?" followed by the text "A new one will be e-mailed to you." in blue. The entire form is set against a light blue background.

To obtain a **password** enter your username in the first box and then click "Forgot your password?" The password will be e-mailed to the e-mail address attached to the username. **If you have not filled out the Post-school Login Request form**, the form is available at: <http://www.opi.mt.gov/pdf/SpecED/Link/PSSLoginRequest.pdf>.

Please complete the form and fax or mail it to:

Mail:
Jan Duiker
Data and Accountability Specialist
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Fax:
Attn: Jan Duiker
(406) 444-3924

The application contains a list of Special Education students who left school during the 2010-2011 school year with the following AIM Enrollment End Status Codes:

300 Withdrew for personal or academic reasons

310	Exceeded age requirement set by district policy
320	Removed or expelled, without option to return
330	Withdrew to enroll in non-diploma program
340	Unknown
400	Graduated
420	Completed school with other credentials

A survey for each student listed must be submitted. Options are included under "Contact Results" for students that you are unable to reach.

The application is self explanatory. When the survey is complete, click "Submit."

A Post-School Survey Instruction Manual is available on the application or you may access it directly at:

<http://www.opi.mt.gov/pdf/SpecED/PSO/12PSOManual.pdf>

It may take repeated attempts to contact a former student or person who can provide information to complete the survey. Please make your best effort to contact all students. Districts have found that phone contacts to the student and/or parent provide the best results. You may choose, however, to mail surveys or use other survey collection methods. Completion of this survey data directly impacts the level of determination designation for the district as based on providing timely and accurate data.

The specific requirement from the State Performance Plan, Indicator #14, states:

Indicator 14. Percent of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of post-secondary school, or both, within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))

In addition to the federal reporting requirement, these data will be analyzed by the state and used for planning purposes. It will also be provided to individual schools for the same purpose.

Part B funds may be used for this activity.

The OPI is committed to limiting the scope of the survey to the minimum required to meet the federal reporting requirements.

For additional information or questions, please contact:

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or

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